



Dear Applicant,

Thank you for choosing Key Travel to handle your **Employment visa for India.**

For Nationals intending to do Honorary work (without Salary) with a registered NGO in India

Your visa pack contains:

- Embassy Information
- Visa requirements for Employment visa
- Guide to help with completing the online application form.
- Supplementary and Declaration forms.
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department

Key Travel
Visa Department
1st Floor
28-32 Britannia Street
London
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department
Key Travel
www.keytravel.co.uk



KEY TRAVEL

India - Employment

High Commission of India
India House
Aldwych
London
WC2B 4NA

Website: <http://hcilondon.in>
Opening times: 09:30-13:30

For all Nationals intending to do Honorary work (without Salary) with a registered NGO in India

Important Information

- As from the 10th February the India embassy has requested that the full name of the applicant and passport information is to be included on the UK business letter and letter of invitation from India.
- As from the 28th November Key Travel have officially become a registered visa agent with VFS Global India Visa Centre. As a new request a duly signed authorization letter from each applicant authorizing Key Travel to submit their visa documents is now essential to all applications. This form can be found below.
- **Dual Nationality Citizens** - Applicants holding dual nationality/passports are requested to apply on the passport of the country of origin
- Please note that with effect from 12th September 2012 there will not be any Round Seal of the Issuing Office or officer's signature on the visa.
- **Please note** - In view of the spread of the Swine Influenza A (H1N1) all passengers traveling to India will be screened at the International Airports in India on their arrival. This will also involve quarantine and even hospitalization, if detected, with any symptoms connected with the flu.
- It's no longer possible to submit visa applications direct to the Indian High Commission. They have now contracted out the work to VFS Global.. Key Travel submits our applications to **Indian Visa Application Centre, 142-148 Goswell Road, London EC1V 7DU**. The contact telephone number is **09057570060**; this connects you to an Indian call centre. Calls to the premium rate number cost 95 pence per minute at all times, plus call set up charges and other network extras. The cost stated is for calls from a BT landline; calls from other landlines and mobile may vary.
- If you are travelling to Gujarat and intend to drink alcohol you will require a liquor permit.
- **Charity and Media Professionals** - For applicants working in Charity or Media related profession will be referred to officials in India. As a result processing time may be extended for up to **Twelve Weeks** and additional consular fees may occur.



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- **Former Indian Nationals** – Under the Indian Law, people of Indian Origin who have acquired foreign nationality, are required to surrender their Indian passport to the High Commission of India before submitting their visa application. Please contact Key Travel for further details.
- **Applicants of Pakistani Origin** - There are difference requirements for Pakistani Origin. Please contact Key Travel for further details

Whilst Key Travel does everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country

Employment Visas

An Employment Visa is granted to those who are an employee of an Indian company / or those who intend to do honorary work (without salary) with Registered NGOs in India.

The Embassy/Consulate may grant Employment visa valid for a limited validity irrespective of the duration of the contract. Further extension up to 5 years could be obtained from MHA / FRRO in the concerned state in India. Please note the validity of the visa is effective from the date of issue. The duration of the visa is at the sole discretion of the Issuing Authority

Requirements

Visa Application Form

- One fully completed and signed application form
- This needs to be completed online at <http://indianvisaonline.gov.in/visa/>
- Be printed and signed in the spaces provided (**Black Ink Only**)
- Be submitted to the embassy within 45 Calendar Days
- Click here to view guidelines on how to complete your online application form.

Additional Employment Form

- One fully completed copy of the "Additional Information Form For Employment Visa"
- Click here to download the form.

Employment Undertaking Supplementary Form

- One fully completed copy of the "Employment Visa Undertaking Form"
- Click here to download the form.

Passport – The applicant's actual passport – This must

- Must be valid for at least 180 days beyond exit.
- Must have at least two blank pages.

Authorization Letter

- As a new request an **original** duly signed authorization letter from each applicant authorizing Key Travel to submit their visa documents is now essential to all applications.



Declaration Letter

- Signed declaration letter

Photographs

- Two identical passport sized photographs
- Must measure 50mm by 50mm without any borders
- Have a plain white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends obtaining these photos from Snappy Snaps

UK Business Letter - A letter from the applicant's employer, This letter needs to be fully addressed to Indian High Commission.

- Be on company letterhead paper
- Include the applicant's full name. (As in the Passport)
- Passport number, expiry date and issue date
- Include the name of the company of employment in India
- Request "Employment Visa"
- State the city/cities of employment. [If already stated in the contract, the letter must state on which page of the contract it appears.

Letter of Invitation - From the Registered NGO in India

- Must be on company headed paper.
- Include the applicant's full name. (As in the Passport)
- Passport number, expiry date and issue date
- State purpose of journey and visa request.
- State the dates of arrival and departure.
- State the applicant will be doing Unpaid Voluntary Work.

Employment Contract

- Must be signed by both parties
- Have a specific clause for payment of income tax in India.
- State the salary in Rupees
- Show the complete chain of employment from the UK to the intermediate contracting company, to the company in India in cases where the applicant is not being directly employed by an Indian company
- Must state who will be covering all the applicants expenses (travel, medical, boarding , lodging etc.
Or the applicant needs to provide last three months bank statements and a letter from there employer confirming employment.



Educational Qualifications - Evidence of academic qualifications in the field of the job applied for. This must be

- Copy of professional diploma(s)/certificate(s)/credentials

Registration Papers

- Copy of the Registration papers of Company/Companies in India offering the Employment

Letter of Introduction - Undertaking Employment

- Completed form in Black Ink

Proof of Residency

For Non-UK Passport holders applying for any type of visa other than Employment Visa and have been Resident in the UK for LESS than TWO years need to provide

- Duly filled additional NON-UK Residency form. The Processing time for such applicants will be a minimum 15 Working Days

For Non-UK Passport holders, Resident in the UK for more than TWO Years needs to provide the following and **do not** need to complete the NON UK resident form

- Stamp of Indefinite stay or
- Utility bills – one being in the current month, and the other being from two years ago but not older than 30 months.
- Utility bills include, Landline Telephone bill, Gas, Electric, Water, Council Tax or Tenancy Agreement
- Please note Bank Statements will **NOT** be considered as proof of stay
- Mix and match of the utility bills are **NOT** acceptable.

Please only send in Copies of your utility bills

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

Processing Time

- Varies from 7-10 Working Days



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Fees

<i>Visa Type (Validity)</i>	<i>Cost</i>
Multiple up to 6 Months	£297.20
Multiple up to 1 Year	£322.20

An additional fee may occur if you select on the application form to receive updates about your visa application via text message from VFS global.

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa



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How to complete your online visa application form for India

Below are instructions on how to complete your online visa application form for India. If you have any problems please contact Key Travel

There have been some important changes to the Indian Visa procedure. The Indian High Commission has outsourced the handling of visa applications to an outside agent VFS Global. One of the requirements is that all application forms should be filled in online and then printed and sent with the rest of the application.

Please see the instructions below and please follow the instructions carefully.

Click here to begin your online application form <https://indianvisaonline.gov.in/visa/>

Things to remember!

- Parents full names, their places of birth and their previous & present nationalities.
- Spouses full names, their places of birth and their previous & present nationalities.
- Whether a visa was refused earlier and reason
- Name and address & telephone number of one UK and Indian reference.
- ***Please also ensure you have the correct size passport photos, These need to be 50mm x 50mm The embassy does not except standard size photo anymore.***



The screenshot shows the Indian Visa Online portal. At the top left is the Government of India logo and 'INDIAN VISA ONLINE'. At the top right is the 'Tourist Visa On Arrival' logo with 'Enabled by ETA' and a 'Click Here' link. The main banner features the Indian national flag and the text 'Online Portal for Visa Application to India'. Below the banner are five navigation buttons: 'Online Visa Application' (orange), 'Complete Partially Filled Form' (purple), 'Visa Status Enquiry' (brown), 'Print Registered Application' (green), and 'Tourist Visa On Arrival' (blue). A red arrow points to the 'Online Visa Application' button. The page content is divided into 'VISA INFORMATION' and 'OVERVIEW'. The 'VISA INFORMATION' sidebar lists: Overview, Online Visa Application, Tourist Visa on Arrival, Visa Categories, Visa Processing Time, Photo Requirements, Fee for Indian Visa, Foreigners Act, Visa Provision, Technical Info, Instructions for form, and Useful Web links. The 'OVERVIEW' section contains three paragraphs of text regarding visa requirements and application procedures. At the bottom, there is a 'VISA APPLYING PROCESS' section.

Click on the online application form link to begin completing your online application form.

Complete the below information



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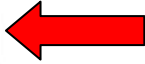
Online Indian Visa Form - Windows Internet Explorer

https://indianvisaonline.gov.in/visa/info1.jsp

Online Indian Visa Form

INDIAN VISA ONLINE

Online Visa Application

Country you are applying visa from*  Select UK

Indian Mission*

Nationality*

Date of Birth* (DD/MM/YYYY)

Email ID

Re-enter Email ID

Expected Date of Arrival* (DD/MM/YYYY)

Visa Type*

Access Code 2 x x x e

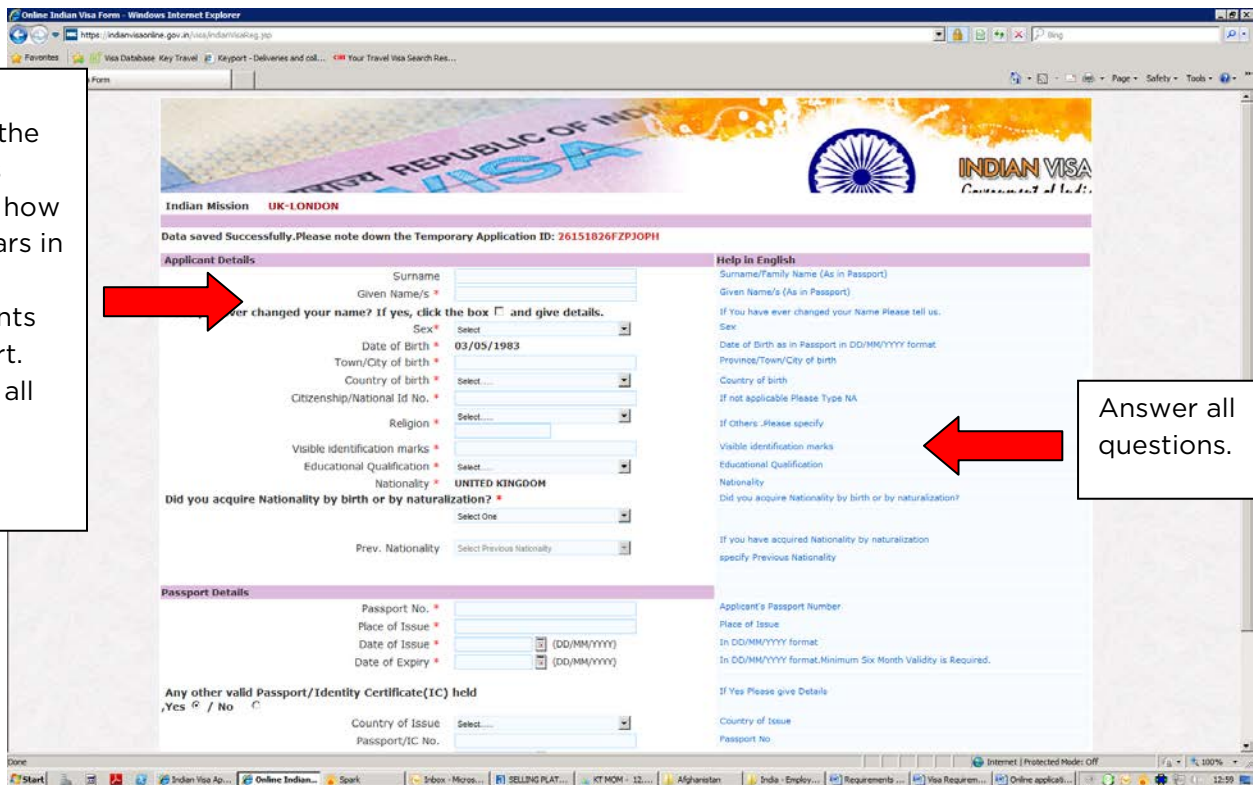
Enter Access Code

Online Visa Application

Done

Start | Indian Visa Ap... | Online Indian... | Spark | Inbox - Micros... | SELLING PLAT... | KT MCM - 12... | Afghanistan | India - Employ... | Requirements... | Visa Requirem... | Online applicat... | 100% | 12:57

Please ensure the name is exactly how it appears in the applicants passport. Include all middle names.



Indian Mission **UK-LONDON**

Data saved Successfully. Please note down the Temporary Application ID: 26151826FZPJOPH

Applicant Details

Surname

Given Name/s *

Ever changed your name? If yes, click the box and give details.

Sex *

Date of Birth * 03/05/1983

Town/City of birth *

Country of birth *

Citizenship/National Id No. *

Religion *

Visible identification marks *

Educational Qualification *

Nationality * UNITED KINGDOM

Did you acquire Nationality by birth or by naturalization? *

Prev. Nationality

Passport Details

Passport No. *

Place of Issue *

Date of Issue * (DD/MM/YYYY)

Date of Expiry * (DD/MM/YYYY)

Any other valid Passport/Identity Certificate(IC) held
Yes / No

Country of Issue

Passport/IC No.

Help in English

Surname/Family Name (As in Passport)
Given Name/s (As in Passport)
If You have ever changed your Name Please tell us.
Sex
Date of Birth as in Passport in DD/MM/YYYY format
Provinces/Town/City of birth
Country of birth
If not applicable Please Type NA
If Others -Please specify
Visible identification marks
Educational Qualification
Nationality
Did you acquire Nationality by birth or by naturalization?
If you have acquired Nationality by naturalization specify Previous Nationality

Applicant's Passport Number:
Place of Issue
In DD/MM/YYYY format
In DD/MM/YYYY format. Minimum Six Month Validity is Required.
If Yes Please give Details
Country of Issue
Passport No.

Answer all questions.

Go on to complete all questions.

when you get to the bottom of your application form, you **DO NOT** have to upload the passport photo.



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Other Information

Countries Visited in Last 10 years

SAARC Country Visit Details

Have you visited SAARC countries (except your own country) during last 3 years? Yes / No

Reference

Reference Name in India*	<input type="text" value="DELHI PALACE HOTEL"/>	Reference Name and Address (In case of Tourist Visa you can provide your Hotel details in Reference)
Address*	<input type="text" value="NEW DELHI"/>	
Phone*	<input type="text" value="911 255455"/>	
Reference Name in UNITED KINGDOM*	<input type="text" value="KEY TRAVEL"/>	Reference Name and Address KINGDOM
Address*	<input type="text" value="28-32 BRITANNIA STREET"/>	
Phone*	<input type="text"/>	

To upload Photo click "PHOTO UPLOAD" .Click "Continue to Next Page" to directly proceed without photo upload

PHOTO UPLOAD

References in India can be the name of your inviter (if business) or the name of your hotel (if tourist)



Then Click continue to next page

You will then need to verify your details, This is the last point of the application that you can change any information. So please check through carefully, ensuring you have completed all questions.



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The applicant is requested to verify the particulars filled in the application Form. The applicant may face legal action (including refusal to enter India or deportation) in case of provision of wrong information.

Please verify your Registration Details. If all details are correct please Press "Verified and Continue". For any corrections press "Modify/Edit".

Please notedown the Temporary Application ID: **44222313AT4VSXH**.



Applicant Details

Surname	ROACH
Name	NICOLE ROACH
Previous Surname	
Previous Name	
Sex	FEMALE
Marital Status	UN-MARRIED
Birthdate	03/05/1983
Religion	CHRISTIAN
Place of Birth	SIDCUP

No of Entries	SINGLE
Duration	6
Journey Date	15/04/2013
Entry Point	DELHI
Exit Point	DELHI
Purpose	TOURISM

Previous Visit Details

Old Visa Type	
Old Visa No	
Old Visa Issue Place	
Old Visa Issue Date	
Previous Visit Address	

Visited Cities Details	
Countries Visited	SPAIN
Refuse Details	

Reference

Name of Sponsor in India	DELHI PALACE HOTEL
Address of Sponsor in India	NEW DELHI
Phone of Sponsor in India	911 255455
Name of Sponsor in UNITED KINGDOM	KEY TRAVEL
Address of Sponsor in UNITED KINGDOM	28-32 BRITANNIA STREET
Phone of Sponsor in UNITED KINGDOM	456777

Modify/Edit Verified And Continue

To edit your application click Modify/Edit



If your happy with your application select Verified & Continue.



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 *Online Indian Visa Form* 

Applicant Name:-**NICOLE ROACH**
File Number:-**GBRL11856513**

On Pressing "Print Form", You will get the Application in PDF format, which can be Printed or Saved as per your Requirement. If your printer is not ready, you can either Save it directly or Open it and then Save it for later printing.

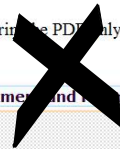
Please note down the File Number given above. This may be needed by you for reprint of application.

All the applicants can make the **PAYMENT ONLINE** and **BOOK APPOINTMENTS**.

Please click 'Yes' for Appointment and Payment or 'No' to print the PDF only .Yes
 No Yes

You do not need to select the appointment or payment option.

Just select Print Form





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High Commission of India
Visa Application Form

ENSURE THE APPLICATION FORM IS SIGNED TWICE.

- UNDERNEATH THE PHOTOGRAPH (SPECIMEN SIGNATURE) MUST BE WITHIN THE BOX.
- AT THE BOTTOM OF THE APPLICATION FORM

Done

Start | Inbox - Microsoft ... | 4 Internet Expl... | SELLING PLATFORM | KT MOM - 6.3.3.0 | Attachment 2 - Ho... | J:WISA PACKS MA... | 11:39

EMPLOYMENT VISA UNDERTAKING

To:

The High Commission of India, London

I,,
holding passport no would like to go to
India for Employment and will be working with the below company.

I will be working for (*company name*)
.....
at (*location*)
.....
.....

Yours Faithfully,

Name:.....

Date:.....

Signature:.....

**HIGH COMMISSION OF INDIA
(Visa Section)
LONDON.**

Additional Information form for grant of Employment Visa.
(Please fill in BLOCK LETTERS)

1. Name & Address of the Employer:

2. Complete address of the place in India during Employment tenure:

3. Details of Gross emoluments per month in USD:

4. Details of the Visa Applications:

Sr. No	Name (As in Passport)	Date of Birth	Educational qualification (school, College, University)	Technical / Professional qualification (Engg. Medical Management etc.)	Specific details of skill (e.g Mechanical, Chemical Electronic Engineer, Management Degree)	Exact job description that the applicant will perform in India.	Lenght of on-the-job experience on similar assignments
1	2	3	4	5	6	7	8

PLEASE NOTE:

- Fill in all details do not leave any column blank
- Please use additional sheet if required for detailed information for the fields above

Letter of Authorisation

Date: _____

Dear Sir/Madam,

This letter is to confirm that I, _____

(Full Name of Applicant)

Date of birth ____/____/____, Passport number _____

give permission to the _____

agency to submit and collect my processed passport for Indian Visa from **India Visa Application**

Centres operated by VFS.

Yours faithfully,

_____ (*Applicant's Signature*)

_____ (*Applicant's Name*)

DECLARATION

Ihereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete,

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.co.uk>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.co.uk>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

Important Note: Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE _____ Signature of the Applicant _____



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Example

Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section
Kenya Consulate
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully
A Wright



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Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. **All Fields must be completed.**

Country & Type of Visa Required	
---------------------------------	--

Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
--	--	-------------------	--

***Express/Normal Processing** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number _____

Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

Contact Information—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

Form of Payment. Please tick relevant option and provide details. Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.

Option 1 - Invoice Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide



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Option 2 - Credit/Debit Card

Credit Card

Debit Card

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

Return Instructions - Send my passport and visa to the following address

<p>Please provide full delivery address.</p> <p>Name: : _____</p> <p>Company Name : _____</p> <p>Address: _____</p> <p>Postcode: _____</p>

By the following method

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	Saturday Service by 9AM	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	visa@keytravel.co.uk
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

Signature: _____ Date: _____